



Assistant Director

Summary

Under the direction of the Executive Director the Assistant Director will manage the internal operations of the office ensuring compliance with all local, state and regulatory requirements associated with Land Bank projects and facilitating good linkages across the office across staff areas and across staff accountabilities. The Assistant Director will be responsible for ensuring good systems of control and documentation and well-organized and well administered agency operations.

Essential Duties

Reporting to the Executive Director, duties include:

- Manage assigned professional staff ensuring projects are on track, local, state and other regulatory requirements are being met, good tracking and record keeping systems are in place. In this capacity the Assistant Director will manage staff and be responsible for the following duties

Monitor compliance with grant rules and other regulations, in regards to construction and non-construction projects and initiatives across the agency.

Work closely with the Finance Manager ensuring all local, state and regulatory requirements are met and good communication and coordination occurs across and between these work areas.

Ensure satisfactory completion of work throughout individual projects and ensure that various administrative duties associated with the workload and other KCLBA needs as they arise, including property inspection forms, other appropriate forms are assigned to staff, work is guided and informed by best practices, documents are completed and maintained in a manner accessible for audit or other purposes. Ensure internal review of practices takes place on a regular basis to ensure continuous improvement.

Review all grant documents and/or associated project related documents and develop systems within the organization including assigning accountabilities to ensure all requirements are met prior to project commencement and throughout the life cycle of a

project. Monitor projects and initiatives along the way to ensure requirements are documented and achieved.

Work with the Finance Manager and the Executive Director to support HR functions of the office including serving as a point person on travel policies and health insurance.

Stay abreast of the auto insurance and workman's compensation policy and process any claims

Serving as a principal point of contact or assist the Executive Director on Land Bank redevelopment projects as assigned, working with staff to ensure appropriate procurement, budgeting and construction management protocols including all appropriate local, state or other regulatory requirements are met and documented.

Ensure all contracts are signed, back up documentation is filed electronically and in paper form, change orders are executed and signed via an appropriate process after review and all final and official documents are quickly and efficiently entered into the agencies electronic and paper document storage systems for ease of future access throughout the lifecycle of a project and for annual audits.

Work with the Executive Director to ensure property updates are made at appropriate intervals with the MMRA, process any claims and ensure renewals are on track. Serve as the point person to the MMRA ensuring appropriate coverage is in place for Land Bank properties and inventory.

Ensure the agency has good controls with regard to property and equipment - communicate and manage these controls across the agency.

Manage the organization's FOIA and Compliant process in consultation with the Executive Director

Identify opportunities and needs for technical training for staff and facilitate an ongoing training and staff development program as the budget allows.

Work with the Finance Manager and Executive Director on Risk Management including staying up to date on MMRA coverage, making adaptations to this coverage as necessary and keeping abreast of best practices in the field as initiatives and projects are implemented or developed.

Represent the agency at meetings and events as requested

Oversee communications, operations and project management staff

Other duties as required

Minimum Qualifications

Bachelor's Degree in a relevant field (Urban Planning, Public Administration, Community Development or Regional Planning, Sociology with an emphasis on community development, public admin or planning, Social Work). Masters Degree preferred

Seven or more years of relevant experience including community development, risk management and/or staff management

Knowledge, skills and abilities

- Knowledge of community development strategies and urban planning
- Ability to maintain and oversee good administrative systems
- Ability to manage staff
- Strong organizational skills
- Ability to perform multiple tasks and produce accurate work within deadlines
- Good written and oral communication skills
- Ability to work with teams, delegating tasks and ensuring good coordination.
- Self-starter – ability to work proactively to ensure projects remain on track, are in compliance and are appropriately documented with good administrative and file management systems
- High standards of ethics and appropriate conduct an ability to support and lead an organizational culture that promotes these values.

Proficiency in the use of computers for:

- Microsoft Office Word
- Excel
- E-mail
- Internet

Updated December 2015

Benefits include health and vision insurance, vacation, sick and holiday pay, retirement match.

To inquire please send a cover letter and resume to Kelly.Clarke@kalamazoolandbank.org.

The position does not currently have a deadline for application receipt but interested applicants are encouraged to apply as soon as possible.